

Minutes not yet
approved. Approval
and any edits made in
succeeding minutes.

**The Brookfield Library
Regular Board of Trustees Meeting**

Wednesday, December 15th, 2021

7:00pm (Upstairs in the Library)

Minutes

- 1. Call to Order** – The meeting was convened at 7:00pm by Chair B. McIlvaine.

Present:

☒ Chair B. McIlvaine ☒ Vice Chair J. Voris ☒ Treasurer C. Lasser ☒ C. Cumberton
☒ J. Pineda ☒ A. Carolan ☒ L. Ruggiero ☒ C. Sarmiere
☒ Library Director T. Wehking ☒ Recording Secretary C. Sebastian

Other: _____ Alexa Larsen (Public Commentor)

- 2. Public Comment** – Alexa Larsen (address was not disclosed by commentor).

- 3. Correspondence Received** – None

- 4. Additions to the Agenda** – C. Cumberton made the addition of “*New Board Member*” under category “9. *New Business*”. L. Ruggiero also included the addition of “*Mask Policy*” under category “8. *Old Business*,” subcategory “*b. Policies*”.

- 5. Approval of Minutes**

- a. *Regular Meeting on November 17th, 2021* – C. Cumberton motioned an approval of the minutes from November 17th, with no further edits. C. Lasser seconded and the vote was carried unanimously, with J. Voris and A. Carolan abstaining.

- 6. Treasurer’s Report** – C. Lasser gave a brief update.

- 7. Director’s Report** –

- a. *General Library & Staff* – Sarah-Ruth started her promotion as Head of Adult Services on December 1st. Candidates have been chosen for Sarah-Ruth’s prior position and for the part-time circulation assistant. Library staff received training with the Town’s new time and attendance system. Library Director, T. Wehking, met with *Brookfield Living* and they will be publishing an article on the library for their magazine’s February edition.
- b. *Building & Grounds* – The security cameras project, which is led by Public Works, is making headway. A meeting was held to decide where cameras should be placed to achieve optimal coverage.
- c. *Programs & Statistics* – Graphic novels, specifically manga (which are graphic novels originating from Japan), have become increasingly popular with the teen demographic.

- 8. Old Business** –

- a. Committees
 - i. New Library – C. Cumberton gave a brief update.
 - ii. Strategic Plan – With M. Cappiello's departure, A. Carolan will be taking over the strategic plan committee.
 - iii. Naming Rights – C. Sarmiere presented examples of various donation categories/types, across different library locations. Discussion was held.
 - b. Policies
 - i. Materials Selection (Policy 500) – J. Pineda is continuing to make progress and will provide an update at a future board meeting.
 - ii. Mask Policy – A. Carolan motioned to extend the mask requirement policy to February 28th, 2022, and will be reevaluated at the February library board meeting. C. Cumberton seconded and the vote was carried unanimously.
 - c. Finances
 - i. Proposal for 2022-2023 Operating Budget – Discussion was held.
- 9. New Business –**
- a. Approval of 2022 Meeting Schedule – C. Lasser motioned an approval of the 2022 Library Board of Trustees Meeting Schedule. C. Sarmiere seconded and the vote was carried unanimously.
 - b. New Board Member – C. Cumberton presented a candidate as a possible new board member. J. Voris motioned to nominate Sue Slater as a new Library Board member, seconded by C. Cumberton and the vote was carried unanimously.
- 10. Announcements** – Next regular board meeting is scheduled for January 5th, 2022.
- 11. Public Comment** – Alexa Larsen (address was not disclosed by commentor).
- 12. Adjourn** – L. Ruggiero motioned to adjourn the meeting at 7:55pm, seconded by A. Carolan and it carried unanimously.

Respectfully Submitted,

Clair Sebastian
Recording Secretary